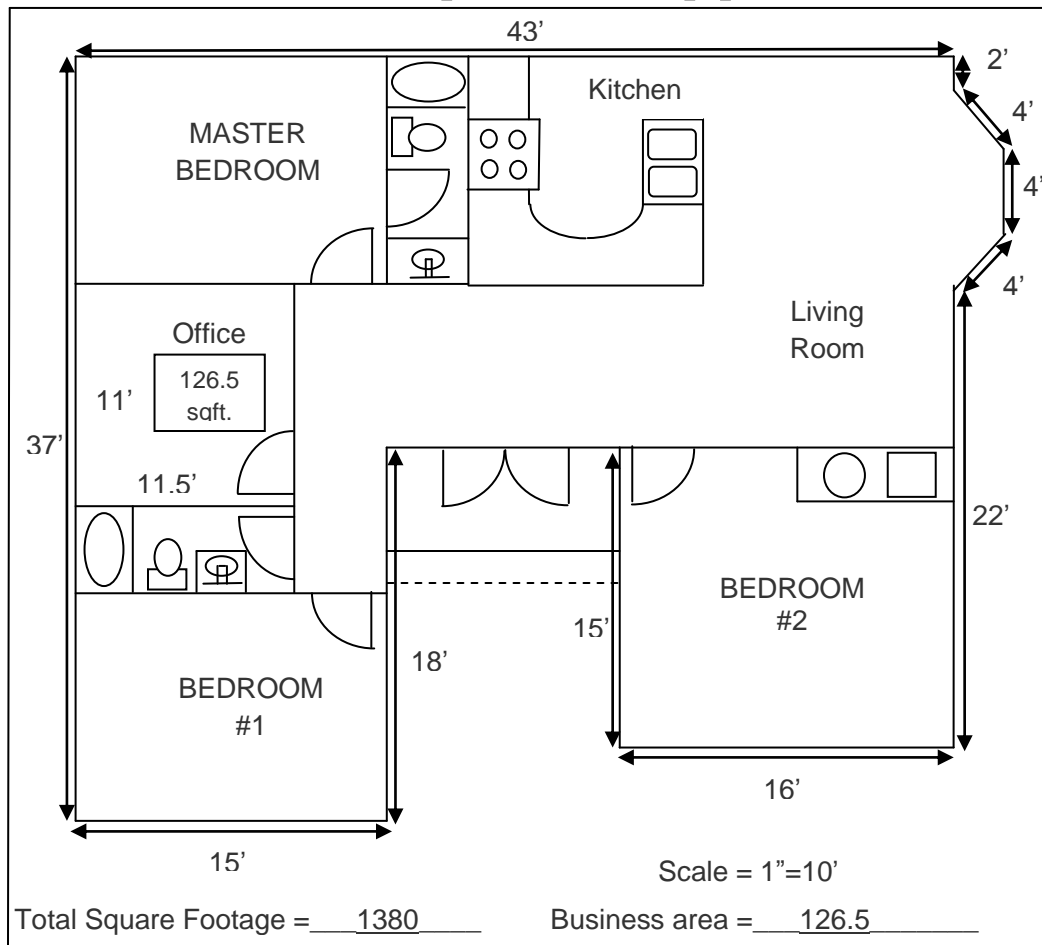


LAFAYETTE CONSOLIDATED GOVERNMENT

CITY OF LAFAYETTE

Home Occupation Application



For additional information regarding Home Occupations, contact:

Planning, Zoning and Development Department

220 West Willow Street, Building B

Lafayette, Louisiana 70501

337.291.8445

[Http://www.lafayettela.gov](http://www.lafayettela.gov)



CERTIFICATE OF OCCUPANCY

HOME OCCUPATION

The following explains the procedure to insure the processing of your application form.

1. You must secure approval of the application form from the Planning, Zoning and Development Department located in the Clifton Chenier Center, 220 W. Willow Street, Bldg. B.
2. If the application is approved, you will pay the application fee of one hundred (\$100) dollars. You will receive a receipt.
3. Within ten (10) working days, a representative of the Fire Department (337.291.8704) will call you to schedule an appointment to inspect the place of business. You or your representative will be required to be present at the inspection.
4. After the Fire Department has completed the inspection and all pertinent paper work is completed, the Customer Service Division (337.291.8065) will notify you to return to their office in Lafayette Consolidated Government Building, 705 W. University Avenue, to receive your Certificate of Occupancy and pay any other fees required.
5. If you have any questions concerning, the application process, you may contact the Planning, Zoning and Development Department at 337.291.8445 for more information.

SECTION 7 – HOME OCCUPATIONS

I. DEFINITION

A home occupation, as applied to all districts, shall be considered as a use for commercial purposes conducted within a dwelling unit by the resident(s) thereof, which is clearly secondary to the use of the dwelling for living purposes, and which does not change the residential character of the dwelling unit or its surroundings.

II. AUTHORITY

A home occupation shall be permitted in any residential dwelling unit provided that the home occupation complies with the lot size, bulk regulations, and parking requirements of the zoning district in which the home occupation is located. The Home Occupation Ordinance (O-3128) was adopted by the City Council on August 6, 1986.

III. PURPOSE

The regulations of this section are designed to protect and maintain the residential character of established neighborhoods while recognizing that particular professional and limited business activities are traditionally and inoffensively carried on in the home.

IV. PROVISIONS OF THE HOME OCCUPATION

- A. A home occupation and its necessary keeping of equipment, materials, and supplies, shall be conducted solely within the confines of the dwelling unit. Home occupations, with the exception of residential child-care facilities, shall occupy a maximum of ten (10%) percent of the gross floor area of the dwelling unit (excluding attached or detached garages and accessory buildings.)
- B. There shall be no advertising, display, or other exterior indications of a home occupation on the premises, other than one sign attached to the dwelling unit itself. This sign shall be flat, non-illuminated, and shall not exceed one square foot in area.
- C. There shall be no sale of goods on premises in connection with such home occupation.
- D. No traffic shall be generated by a home occupation in greater volume than would normally be expected in a residential neighborhood, and no additional parking area shall be created as a result of such home occupation. Additionally, no vehicles larger than a three-quarter-ton truck shall be used in conjunction with the home occupation.
- E. The home occupation shall only be conducted by the resident of the dwelling where the home occupation is to take place. The maximum number of persons to be engaged or employed in a home occupation shall not exceed two (2), one of which may be a non-resident.

- F. The equipment or process related to the home occupation shall not create or contribute to the creation of: offensive noise, vibrations, smoke, dust, fumes, odors, heat glare, x-ray, electrical disturbance, or interference to radio and/or television.
- G. No mechanical equipment is to be utilized except that which is necessarily, customarily, or ordinarily used for household or leisure purposes.
- H. No toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive, or other restricted materials are to be used or stored on the site.
- I. No more than one (1) home occupation or business shall be conducted within any dwelling unit, and services shall be limited to one (1) client at a time. Additionally, in no case shall business be conducted and/or a home occupation be open to the public at times earlier than 8:00 a.m. nor later than 10:00 p.m.
- J. There shall be no exterior storage of equipment, materials, or supplies in connection with such home occupation.
- K. As part of the current Certificate of Occupancy application process, the applicant shall complete a "Home Occupation Affidavit" form. Attached to this affidavit form shall be a site plan showing the following information:
 - Street address
 - Dimensions of the house
 - Location and dimensions of the area where the home occupation will be conducted
 - Location of the one (1) square foot sign

NOTE: A home occupation permit shall not be issued unless all of the above required information is provided on the site plan.

V. PERMITTED HOME OCCUPATIONS

Permitted Home Occupations include but are not necessarily limited to:

- A. Studio or laboratory of an artist, craftsman, musician, photographer, seamstress, tailor, writer, or similar person
- B. Office facilities for accountants, architects, attorneys, brokers, doctors, engineers, insurance agents, manufacturer's representatives, realtors, salesmen, sales representatives, and members of similar professions
- C. Residential childcare facilities

HOME OCCUPATION AFFIDAVIT
PLANNING, ZONING AND DEVELOPMENT DEPARTMENT
220 West Willow Street, Building B
337.291.8445

(Must be typed or legibly printed and filled out completely)

Business Owner Name _____ Date _____
Business Name _____ Business Address _____
Type of Business _____ Phone Number (home) _____
Phone Number where you can be reached between 8am and 9 am Monday thru Friday _____

Thorough Details of Business Operations: _____

Detailed Drawing of Home Occupation Site.

Show all: Dimension of home, parking, address, designated area

Of actual home occupation work area, sign location.

Total sqft living area	Total sqft. business area
------------------------	---------------------------

HOURS OF OPERATION _____ TO _____

TOTAL NUMBER OF EMPLOYEES (including owner) _____

WILL YOU HAVE A SIGN? YES NO

SIZE OF SIGN _____ SQ FT

ZONING DIVISION USE ONLY

ZONING OF PROPERTY _____

ALLOWED USE YES NO

SQUARE FOOT PERCENTAGE 10%
LESS _____ OVER _____

FEE _____

RECEIPT NUMBER _____

I HAVE RECEIVED A COPY OF ARTICLE IV – GENERAL REGULATIONS, SECTION 7 (HOME OCCUPATIONS) OF THE CITY OF LAFAYETTE ZONING ORDINANCE. I HEREBY AGREE TO ABIDE BY ALL PROVISIONS OF THE REFERENCED ORDINANCE. I UNDERSTAND THAT ANY VIOLATION OF THESE PROVISIONS MAY RESULT IN PENALTIES INCLUDING A LEGAL INJUNCTION CLOSING ANY BUSINESS AT THIS LOCATION. THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF APPLICANT _____

DATE _____